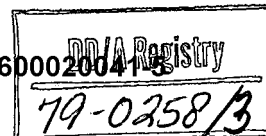


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OTR 79-1008

27 FEB 1979

DD/A Registry
File *Personnel*

MEMORANDUM FOR: Acting Director of Personnel

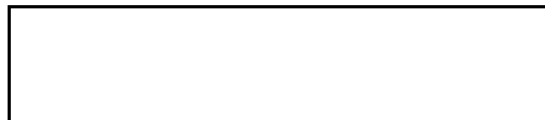
FROM: Harry E. Fitzwater
Director of Training

SUBJECT: NAPA Team Draft Report (U)

1. The Office of Training wishes to comment on the first 63 pages of NAPA Team Report as set forth below:

Page 30, line 3 and subparagraph 6: Recommend that the term "Information Science" be substituted for the words, "some technical training" in line 3 and the word "technical" in subparagraph 6. The term Information Science is relatively well understood, particularly by top Agency management, and the use of the phrase "technical training" is vague. (U)

Page 33 and 34: Data are given concerning the numbers of people involved in administering the personnel system in the Agency. Inclusion of the number of [] "training careerists" is, it seems to me, incorrect for a number of reasons. First, OTR has [] positions, but only [] training careerists of whom [] are Wage Board employees at the [] the others are from other career services. About one-third of the [] are in [] support work--motor pool, painters, electricians, supply officers, etc. Second, most of the personnel in OTR are engaged in conducting training courses, but not training which is related to "administering the personnel system." Indeed, operations training, language training and information science have no more to do with the personnel system than do the several hundred training courses conducted by other Agency components under the concept of component-conducted training. Further, many of the students attending information science and



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SUBJECT: NAPA Team Draft Report

operations courses are from other agencies. Still others receiving operations instruction are agents and foreigners. Third, the Office of Training undertakes activities quite apart from the conduct of training courses. These include the extensive use of the [] for conferences of persons from other agencies of the Intelligence Community as well as CIA, [] and research into intelligence processes in the Center for the Study of Intelligence. Accordingly, it is my judgment that the number of training careerists given on a chart should be limited to those who conduct management training and orientation training together with a proportion of support personnel. A reasonable substitute for the total [] would be [], all shown under the vertical column with the heading OTR. The same horizontal line listing training careerists should, however, show [] under the DD/S&T column and 1 under the DDA column. []

Page 34a: Sets out personnel costs which apparently are intended to relate to the numbers of positions in the table on page 34. The comments on page 34 apply. It should be noted that the number of individuals given on the last three lines of the table on page 34a total only [] as compared with the total of [] on the table on page 34. (U)

Page 45: The lines concerning cover should list, under the DDA column, [] for personnel at [] and [] for personnel in the []

Page 60, line 15: It appears that the word "less" should be replaced by the word "greater." (U)

Page 67: In the first full sentence the Deputy Director of Personnel for Recruitment and Placement is quoted as "optimistic" that the goal of [] for the DDO will be achieved in the July 1977 class. Recommend that the goal of [] be stated but no prediction be included. The discussion of the ad in The New York Times states that 15 percent of the 4,000

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SUBJECT: NAPA Team Draft Report

responses were considered "good candidates." Recommend the phrase "good candidates" be replaced by "worth following up" inasmuch as further work was required in order to ascertain whether these responses would produce good candidates, and in many cases they did not. (U)

Page 68: The first sentence on this page is stated as follows: "If these estimates are correct, then the role of the medical and security appears to be minimal." Inasmuch as the discussion refers to the total number of files received, the statement is nearly irrelevant or at best misleading; the role of medical and security with respect to rejection of applicants who are put in process, is by no means minimal. (U)

Page 78: The last paragraph on this page discusses the relationship between the OTR Orientation for New Employees (ONE) Course and material covered by the Office of Personnel in processing employees when they enter on duty. There is limited overlap between the two programs; i.e., security and EEO, but it is regarded as desirable in view of the importance of the subject matter. Another factor which affects attendance at ONE is the fact that two Directorates also offer their own orientation courses--NFAC has a three-day course; DD/S&T conducts a course in the Auditorium. We believe that greater efforts should be made to release new clerical employees for the ONE during their first six months of employment. (U)

Page 79: In commenting on the Introduction to CIA (ITCIA) course, MAG members are cited as perceiving the course as too long. It should be noted that the course has been two weeks only for the past two years and that MAG members took it when it was the longer three-week program from 1973 to 1977 or the still longer four-week program prior to 1973. (U)

Both orientation courses (ONE and ITICIA) do suffer from the problem of trying to fit length and subject matter to two groups of people with highly diversified needs--what is too much for

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SUBJECT: NAPA Team Draft Report

one, is too little for the other, and what it too short for one is too long for another. We believe the present coverage takes a fairly middle ground which meets the needs of most. (U)

Page 85: The table showing student attendance for Fiscal Year 1978 lists incorrectly the term "Prospective" instead of "Perspective" for New Supergrades. (U)

2. We appreciate an opportunity to comment on this section of the report and will expedite ~~our comments on any other~~ section as available. (U)

Harry E. Fitzwater

Distribution:

Orig & 1 - Addressee
2 - DDA

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